PERFORMANCE EVALUATION
FSU Administrative and Administrative Support

IT IS THE SUPERVISOR’S RESPONSIBILITY TO COMPLETE THE PERFORMANCE EVALUATION ANNUALLY

- The Performance Evaluation Forms are located on the Human Resources website under Forms.
- Select Administrative evaluation for employees with responsibilities to supervise non-student employees. The Administrative evaluation form has two additional categories for evaluation related to financial and supervision responsibilities.
- Select Administrative Support evaluation form for all other administrative employees.
- If an employee has been employed fewer than 90 days, this template may be used as a partial-year evaluation.

EVALUATION SECTION:
Review the Evaluation Chart and University Core Expectations – FSU Employees prior to rating

- Evaluate the employee using the Evaluation Chart.
- All administrative employees should be evaluated on the first six Core Expectations (A through F).
- Only those administrative employees who supervise non-student employees should also be evaluated on the last two Core Expectations (G and H).
- Comments are required for all ratings.
- Deans/directors/AVPs are to review all evaluations in their unit before the evaluation is shared with each employee.
- Divisional VP is to review each evaluation with a composite score above a 4.0 before the evaluation is shared with the employee.
- Completion of Performance Improvement Plan (PIP) is required for ratings of Needs Improvement or Unsatisfactory.
- Completed PIP should be reviewed by Human Resources prior to sharing with employee.

PLANNING SECTION:

- Include bulleted list of reviewed goals/objectives for the current year and status.
- Include bulleted list of goals/objectives for next fiscal year.

JOB DESCRIPTIONS:

- The supervisor and employee should review the employee’s job description if significant changes have occurred, please contact HR.

EMPLOYEE COMMENTS:

- Employee may include comments in the provided comment box.
- Employee comments must be submitted to Supervisor and discussed within 10 business days of the performance evaluation meeting held with the employee.

SIGNATURES AND ROUTING:

- Signatures of both the employee and supervisor are required on the performance evaluation.
- After signatures, please forward a hard copy or email HR@ferris.edu a scanned copy (with signatures) of the performance evaluation to Human Resources, PRK 150, no later than June 30th.

MERIT PAY:

- Please reference Merit Pay Program Overview.
# Evaluation Chart

<table>
<thead>
<tr>
<th>Consistently Exceeds Expectations</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistently exceeds performance expectations</td>
<td>Consistently achieves performance expectations and frequently exceeds them</td>
<td>Consistently fulfills performance expectations and periodically may exceed them</td>
<td>Performance needs improvement. A performance improvement plan is required and must be discussed with the employee</td>
<td>Performance is unsatisfactory. Immediate and continued improvement is required. A performance improvement plan is required and must be discussed with the employee. Failure to demonstrate improvement may result in additional action.</td>
</tr>
<tr>
<td>Demonstrates exceptional quality of work in all essential areas of responsibility</td>
<td>Demonstrates very high quality of work</td>
<td>Demonstrates high quality of work in significant areas of responsibility</td>
<td>Performance concerns are resolved through coaching, feedback, and self-initiative</td>
<td></td>
</tr>
<tr>
<td>Makes an exceptional or unique contribution in achievement of unit, department, and University objectives</td>
<td>Makes a significant contribution in achievement of unit, department, and University objectives</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## University Core Expectations

<table>
<thead>
<tr>
<th><strong>Collaboration &amp; Teamwork</strong></th>
<th><strong>Diversity Commitment</strong></th>
<th><strong>Ethics &amp; Integrity</strong></th>
<th><strong>Excellence</strong></th>
<th><strong>Learning &amp; Innovation</strong></th>
<th><strong>Opportunity &amp; Problem Solving</strong></th>
<th><strong>Fiscal Responsibility, Process Improvement / Sustainability</strong></th>
<th><strong>Supervisory &amp; Coaching</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Focuses on building partnerships</td>
<td>Demonstrates knowledge of Employee Dignity Policy and Equal Opportunity</td>
<td>Considers ethical issues and fairness in decision making and actions</td>
<td>Displays commitment to excellence by working thoroughly and accurately</td>
<td>Demonstrates a commitment to life-long learning</td>
<td>Identifies problem in a timely manner</td>
<td>Acts with fiscal accountability</td>
<td>Identifies employees’ strengths/weaknesses and provides example driven feedback to enhance individual and team performance.</td>
</tr>
<tr>
<td>Demonstrates ability to get along with others, is respectful of co-workers, and internal/external constituents/customers</td>
<td>Shows respect and sensitivity for cultural differences</td>
<td>Demonstrates appropriate disclosures and honesty</td>
<td>Seeks continuous improvement opportunities</td>
<td>Generates suggestions for improving work</td>
<td>Gathers and analyzes information skillfully</td>
<td>Seeks strategies to improve internal processes</td>
<td>Provides performance feedback</td>
</tr>
<tr>
<td>Seeks feedback and demonstrates the ability to listen and adapt to new ideas and solutions</td>
<td>Promotes and acts in accordance with a harassment-free environment</td>
<td>Follows through on commitments and takes responsibility for actions</td>
<td>Monitors own work to ensure quality</td>
<td>Uses innovation to propose solutions</td>
<td>Works well in groups and individually to develop alternatives</td>
<td>Supports sustainability initiatives</td>
<td>Provides direction and monitors compliance</td>
</tr>
<tr>
<td>Understands EEO and AA plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Promotes fair, equitable and respectful environment</td>
</tr>
</tbody>
</table>